

## Charney Hall and Field Trust Management Committee

### Minutes of meeting held 10 February 2020

#### Present

Trustees: Lucy Gildersleeves, David Sibbert, Mary Castle, Christine Trotman, Diane Ewart, Philippa McRobert

Bruce Royan (Field Safety Officer)

Peter Busby (Woodland Project and MOU Officer)

Kate Belcher (Agenda and Minutes Secretary)

#### 1. Apologies and declarations of interest

Apologies received from Evelyn Campbell and Helen Royan.

No declarations of interest.

#### 2. Approval of minutes

Minutes of meeting of Management Committee held 09 December 2019 were approved as a true record and signed by the Chair.

#### Matters arising

Christine has set up a directory of lists on Google docs and will re-circulate log in details for committee members so they can take a look and see if there is anything to add.

**ACTION: Christine**

David requested a chat with Kate about the field documents that will appear on Google docs.

**ACTION: David and Kate**

Kate will make a list of current CHAFT folders available to the Secretary for next meeting to see what people want to access on Google docs.

**ACTION: Kate**

It was decided, having sorted the documents that were stored in the Village Hall cupboard, that we need a Retention Policy for present and future reference.

**ACTION: Christine**

### 3. Succession planning

At the next AGM Diane and Helen, the current Village Reps on the CHAFT committee, will be stepping down.

The two PC Reps will be decided in May.

Peter is happy to continue leading the Woodland Project and MOU.

Lucy is happy to remain as Chair; Christine as Treasurer; Kate as Secretary and Bruce as Safety Officer.

The committee agreed that an article should be put in Charney Chatter outlining the role of the Village Reps and asking for interest to fill these roles from the next AGM.

**ACTION: Lucy**

We will see if the piece in the Chatter generates any interest. Mary will also mention the need to fill these two roles at the PC meeting as this will also appear in the PC minutes.

### 4. Finance (Christine)

a) Financial update – circulated prior to meeting

We have received £250 from CLET to purchase play bark for the play area. Christine pointed out the cost of continuing to replace this is unsustainable as it is very expensive. It was thought that we should we be looking for another surface to cover the play area. At Watchfield Play Park, Peter has seen a soft surface that might be suitable, and it was thought that there could be grants available for such a surface to be installed in Charney Play Area.

Bruce agreed to investigate various suitable surfaces and to research which may be the best for wear and tear.

**ACTION: Bruce**

The PC have agreed to pay for this year's grass cutting as it will be offset against the tree work.

The Bank mandates need resigning as there was an error.  
*(This was carried out at the meeting)*

Projected cash flow been circulated.

Recently the Art Club from Denchworth used the Charney Hall due to a leak in their own hall. They were very impressed with the facilities and found it to

be much lighter and more suitable for their purpose. Christine had charged the group £10 an hour for their Thursday morning session but she queried what the Hall charges currently stand at.

#### b) Financial policies review

Prior to the meeting, Christine reviewed the Investment Policy – one date needed changing and figures were changed for to reflect current assets and expenditure.

Finance policy did not need changing.

#### Data Protection Policy

Christine summarised all the rules around us holding personal data and what we are responsible for on our own personal devices. As a group, we need to do a Data Audit so that we are clear what information we hold.

**ACTION: Everyone who hasn't responded to Christine needs to respond by the end of the month**

**ACTION: All to have read Financial Policies for next meeting for approval**

#### 5. Village Hall (Christine and Kate)

##### a) Maintenance issues

The fire guards on the doors keep getting knocked, probably due to doors being propped open. Hooks cannot be attached as the doors are fire doors and should be kept closed when not in use.

Brian Trotman will paint the front of the Hall during the summer.

The fences at the side of Hall belonging to the Robertsons are loose and are banging in the wind and disturbing the Pilates classes. Lucy will see if she has contact details for the Robertsons and ask if the fence panels can be fixed or removed.

**ACTION: Lucy**

##### b) Key holders

**ACTION: Christine to send Kate the current key holders list for her to maintain**

Mary reported that the PC is reviewing the Emergency Plan. They have requested a copy of the Hall Keyholders to be included in the Emergency Plan which would be available for PC members and put on the Village Website. Mary will speak to people on the Keyholders list in her capacity as a Trustee of CHAFT and ask whether they would be happy to have their names appear on the website.

**ACTION: Christine to send Keyholders list to Mary. Mary to talk to Keyholders.**

c) Cleaning rota

Lynn Brookes has current list and is responsible for updates.

d) 5-year plan

This was discussed. It was noted that the early thoughts of the committee are recorded in the January 2018 Minutes. Kate will recirculate this and it will be discussed at the next meeting.

**ACTION: Kate to recirculate plan**

e) List of checks (see table below)

Discussed and updated during meeting.

f) Redecoration

Christine received a quote for the interior redecoration of the Hall at an approximate cost of £2500. We will consider this once the 5-year plan has been discussed.

## 6. Playing Field (including Woodland Project) (David, Peter and Bruce)

a) Update on Sylva Report and meeting with the PC (Peter and David)

David reported very cordial talks with the PC and matters appear to be resolved. We have a 50/50 deal with PC regarding cost.

**ACTION: Peter to send Kate final report from Sylva for CHAFT files.**

One recommendation is removal or immediate work on six trees. The Contractors from Wessex came on Friday 7 February and undertook very satisfactory work. They were allowed access to the field but kept to the Bridle Path. Peter is concerned that two trees have not been dealt with, but the contractors are due to return to let us know what further work is to be undertaken. The trees have been safely stacked and the bark has been left which we may use on the Bridle Path. The clear fell will take place in September.

Many thanks were extended to Peter and David for their hard work on the Woodland Project.

Access to the Bridle Path and field will be restricted when work is being carried out. Peter will talk to Trevor/the Contractors as to how we have to go about closing the path.

**ACTION: Peter**

Christine asked if we have received a quote from Wessex for the clear fell. Peter reported he had received an email detailing what we anticipated and the cost.

One enquiry had been received after the Chatter was circulated informing people about the work that was to be carried out but no complaints.

b) Report of Safety Officer (Bruce)

Charney Army have cleared the back of the brambles by McBains.

Puddles collect underneath the swings.

There are plenty of rabbit holes still around and some may need to be filled in to prevent accidents.

There is a broken slat in the play area perimeter fence.

The play bark is starting to turn sludgy due to the recent excessive amount of rain.

The chains and bolts on the play equipment seem to be holding firm.

Bruce advised that we should look at an alternative soft surface for the play area before buying new chippings. He is willing to measure up the area, research new surfaces and let the Trustees know approximate costings.

**ACTION: Bruce**

c) Park work:

£250 has been received from CLET to purchase new play bark.

There was a query as to what action should be taken if there is an accident on Field. This should be reported to one of the CHAFT members who will fill in a form which is filed. The Accident Form should be available on website.

**ACTION: Kate**

d) Update on rabbits

Charney Army cleared the bramble patch at the far end of the field so there is less cover for rabbits.

At the PC meeting on 8 January, it was reported that Vale Game had been spoken to, but no action has been taken yet.

Tim Fitzgerald O'Connor needs approaching to see what action he wishes to take as the horses are brought back to his field.

It was felt that further action needs to be taken before the nettles grow back. This is an ongoing problem.

e) Public disturbances (*additional to agenda items*)

Peter reported that the police have been called on two consecutive Saturdays in January.

In the first instance, four young people on bicycles were on the field exhibiting unpleasant behaviour and using abusive language. They attempted to get into McBains but were disturbed and moved to the New Road end of McBains after which they left quickly.

In the second instance a larger group of young people arrived on bicycles and tried to get into McBains through the fence but found there was a second fence behind the first and couldn't enter. Police came promptly after 101 was called. A member of the public shouted that the police had been called so the young people left.

The following day 8 to 10 people were seen in the McBains site. It is unsure who these people were but could possibly have been members of the McBain family considering future use of the site.

f) Benches (*additional to agenda items*)

A bid from the PC to the Vale resulted in the approval of £150 given for the replacement of benches in the village.

It was agreed that if CHAFT gave additional funds to increase the amount to £300 that would enable us to purchase the bench plus a picnic table for the play area. After discussion it was agreed that the picnic table should be made from recycled material in brown and, once the location is agreed, set in concrete for safety reasons.

**ACTION: Please give thought as to where you would like the picnic bench to be set.**

## 7. Dog bins (Mary)

At the PC meeting on 8 January it seemed that not much could be done unless there was another meeting with Kate from the Vale. The Vale are not going to put the bin where we want it.

There is still a problem with dog mess on the field, near the bus stop and on the Green.

The PC have sent the issue back to CHAFT.

Mary thinks there needs to be a widescale campaign in the Chatter plus a whole-village leaflet drop with graphic material about the dangers of dog waste in public areas.

It was suggested that we try writing to other PCs to let them know that dog walkers from other areas come to the village to walk their dogs and we have a significant problem with dog mess.

**ACTION:** Mary to draft a suggested leaflet which will be delivered to all households in Charney with a complimentary poo bag stapled to each leaflet.

## 8. Events (Helen, Diane and Philippa)

### a) Report on Cream Tea afternoon

Approximately 40 people attended, and the tables were full. No donations were expected, and no money was taken. This event is worth repeating next January.

### b) Mothers' Day event

Details will be put in the next Chatter and we will see what response is received.

### c) May Bank Holiday 2020

Diane will organise the Maypole dancing in the day.

The pub may well put on an event in the evening.

**ACTION:** David to chat to Evelyn and Diane.

## 9. AOB

Peter thinks that the various trees along the Bridle Path are being eaten by deer. The trees aren't mature enough to cope with such damage and we may need to purchase tree protectors.

**ACTION:** Peter to examine trees and see how many devices we need to purchase.

Date of next meeting – Monday 30 March, 6.30pm

<b>Check</b>	<b>Frequency</b>	<b>Last Actioned</b>	<b>Who</b>	<b>Next Action</b>	<b>Who</b>
Electrical Test	Every 5 years	May 18	Hall rep	May 23	CT
Fire Alarm Service	Every 12 Months	August 19	CT	August 20	CT
Hall Check	Every week		Lynn		
Fire Extinguisher Service	Every 12 Months	May 19	LG	May 20	LG
Fire Alarm Test	Every week	DE/CT			
First Aid Box Check/Accident Book Review	Every quarter	January 20	PM	April 20	PM
Fire Safety Check	Annual	May 19	DS/DE/BR	May 20	DS/DE/BR

Notice Board Review	Every meeting		CT	March 20	CT
Playground Raking	Whenever needed – Spring and Autumn				
Insurance Key Register	Annual/AGM			June 20	KB
Policy & Procedure Review	Annual	30.09.2018	DS/PB	During 2020	Trustees
Playground Safety Inspection - informal	Weekly		BR undertakes report - DE sends them quarterly		
Playground Safety Inspection	Annual	February 19	PIC	February 20	PIC
PAT testing	Annual	August 19	LG	August 20	LG